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June 18, 2002

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To: All Community Based Alternatives (CBA) Providers

Subject: Long Term Care (LTC)
Information Letter No. 02-13
Discontinuation of Printed Versions of CBA Forms

Effective July 1, 2002, the Community Based Alternatives (CBA) forms will no longer be included in the paper handbook.

Revision Notice 02-7, mailed June 14, 2002, instructed holders of the CBA Provider Manual to remove and recycle all forms and instructions. **Please note that while the printed version of the CBA forms is being discontinued, the forms and instructions are still applicable to the program.** The forms and instructions will continue to be revised and providers will continue to be responsible for complying with these revisions. All CBA forms and future revisions will be available only on the Internet.

The CBA forms may be accessed on the Internet at:

<http://www.dhs.state.tx.us/handbooks/providers/index.htm>

All on line forms are currently available in Adobe Acrobat (.PDF) format. The Texas Department of Human Services (DHS) is currently working to have some forms available in Microsoft Word format, so providers will be able to make entries into these forms.

Holders of the CBA Provider Manual without Internet access should retain a printed copy. For six months after the date of this letter, DHS will send printed versions of forms revisions to any provider who requests these revisions. After the initial six-month period, this courtesy will cease, and providers will be responsible for accessing CBA Provider Forms via the Internet.

To request printed versions of the CBA forms revisions during this six-month period, please submit a written request to your contract manager. The request must include the following information:

- Contact Name
- Provider Name
- Vendor Number
- Complete Mailing Address
- What Printed Material is being Requested

Please note that providers remain responsible for incorporating any form revisions into their own procedures.

An electronic version of this letter, as well as past Community Care Information Letters can be accessed at

<http://www.dhs.state.tx.us/programs/communitycare/infoletters/index.html>.

Please contact Rudy Gomez at 512-438-3740 if you have any further questions regarding this information.

Sincerely,

Signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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